

14 November 1952

1. Name: Personnel Selection Panel.
2. Administratively responsible to: Assistant Director (Personnel).
3. Functionally responsible to: CIA Career Service Board.
4. Composed of: 3 Senior Staff Employees (GS-15 or higher who have served with the Agency 2 years or more.)
5. Appointed from: a) Administrative Services plus Office of Training.  
b) Intelligence Services.  
c) Clandestine Services plus Office of Communications.
6. Appointed by: DD/A, DD/I, DD/P.
7. Appointed for: Tours of six months duration; full time duty; tours staggered on two-month intervals; each member to serve as chairman during last two months of tour.
8. Staffed by: GS-7 Secretary - Administrative Assistant; permanent full time duty.
9. Located: Physically in the Personnel Area.
10. Procedure: Recommendations to be made as of the Panel (not as of the individual members), decided by majority vote of the three members, ballot to be secret at request of any Panel member.
11. Responsible for: a) Advising the Assistant Director (Personnel) on all matters involved in the selection and retention of all employees in all Personnel categories.  
b) Continuously reviewing the selection and retention criteria of the Personnel Office, the I&S Office, the Medical Office and the Office of Training, and making recommendations thereon to the appropriate command echelon.  
c) Reviewing, and recommending to the Assistant Director (Personnel) action on all specific cases brought to the Panel by the Personnel Office, the I&S Office, the Medical Office and the Office of Training on which marginal or administrative information has been developed which casts doubt on suitability for employment of the individual.

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~~Security Information~~

d) Hearing disputes between operating offices and the Personnel Office, I&S Office and Medical Office concerning cases involving refusal to approve candidates for employment; resolving the disputes if possible, or recommending action to the NSCI.

e) Reviewing records of all trial service employees and recommending action thereon to the Assistant Director (Personnel).

f) Interviewing, at its discretion, candidates for employment.